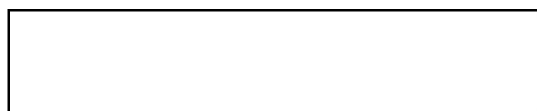


40A-57

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE



FEDERAL CREDIT UNION

25X1



*Superseded by 40-64
Revised July 1964
Rd*

SECRET

30 July 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Amendment to Records Control Schedule 40A-57

RESCINDS : Item 7 of Schedule 40A-57

1. Attached hereto for your approval is an amendment to Records Control Schedule 40A-57.

2. Recently it was requested by the Credit Union that an amendment be made to Item 7 in order to allow retirement of the Share and Loan Ledger Card File used prior to 1 January 1963. Approval of this amendment would be appreciated as soon as possible in order to enable the retirement of the twenty-one feet stated in Item 7a.

3. The rest of the schedule remains unchanged.

RAO/OP

Attachment:

Amendment to RCS 40A-57

25X

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2			
3.	SHARE AND LOAN LEDGER CARD FILE a. Consists of microfilm of Form FCU 2-401, Individual Share and Loan Ledger, maintained on all members of Credit Union prior to 1 Jan 63 to record shares purchased by members, dividends paid to members, payments made on loans, and contains a running balance of the account as of 31 December 62. Filed numerically by account number. (1947 - 1962) b. Consists of LaFebure ledger cards maintained of all members of the Credit Union. These cards are a continuation of employee account information described in "a" above. Filed numerically by account number. (1963 - 11/30/71.)	.4	Permanent. Retain at Records Center.
4.	CASH ACCOUNT BALANCE FILE Consists of audit envelopes, cancelled checks, bank statements, and dividend records. Dividend record is prepared annually and shows rate of interest being paid, member's account number, total amount of dividend for each, etc. arranged chrono and by account number thereunder. Other material included in this file is trial balance sheets, cash received vouchers, Treasurer's daily reports, daily cash settlement sheets, share withdrawal receipts, posting machine tapes, etc. (1969 -)	23.0	Temporary. Cut off annually. Transfer to Records Center after annual audit. Destroy five years after audit. <i>Deleted by 3/17/72 memo attached Dms.</i>
5.	PAYROLL DEDUCTION FILE a. Machine listings contain name of employee, account number, and amounts withheld from pay to repay loans, purchase shares, or both. Listings are used to post entries to share and loan ledger cards. Filed chrono. (1969 -)	4.0	Temporary. Cut off annually. Transfer to Records Center. Destroy when five years old.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2			
7	<p>SHARE AND LOAN LEDGER CARD FILE</p> <p>Consists of Form FCU-2-401, Individual Share and Loan Ledger, maintained on all members of the Credit Union. These 6"x8" cards are used to record shares purchased by members, dividends paid to members, payments made on loans, and contain a running balance of the account. Entries on the cards are totaled and posted to the general ledger monthly. Filed numerically by account number. (1947-1957)</p>	13.4	<p>Permanent. Disposal not authorized by this schedule. (Place in inactive file upon termination of account and retain in current files area indefinitely.)</p>
8	<p>MEMBERSHIP ACCOUNT NUMBER REGISTERS</p> <p>Consists of loose-leaf binders containing registers used to assign account numbers to Credit Union members. Registers contain name of employee, number assigned, and date. Arranged numerically by account number. (1947-1957)</p>	2	<p>Temporary. Destroy when 3 years old. (Out off at end of each year; destroy 3 years thereafter.)</p>
9	<p>NOTE FILE</p> <p>Consists of the original copies of the Application For Loan, the Note and the Extension Agreement when appropriate. These documents are prepared for each loan made by the Credit Union and serve as the official record of agreements and understandings between the maker and holder of the note. Filed numerically by Note Number. (1948-1957)</p>	3.9	<p>Temporary. Return Note and Extension Agreement to maker upon final payment. (Place Application For Loan in inactive file; screen annually and destroy those indicating a period of 7 years since final payment.)</p>

SECRET

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Disposition Branch

DATE:

STAT

FROM : Records Center

SUBJECT: Records in Records Center subject to Audit Certification.

These records are from the Office of Personnel, Schedule 40-56 & 40a-56.

<u>JOB</u>	<u>FOOTAGE</u>	<u>ITEMS</u>
58-171	9	17b & c
58-381	4	16a & 17c
57-625	5	465 & 469
57-626	12	465e & 467
58-43	16	476
58-101	1	475

The underscored items are the ones that call for disposal one or two years after audit. Personnel says it's impossible to give us Audit Certification.

Northwest Federal Credit Union

Schedule 40a-56

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Schedule 40a-57

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Discontinued
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19

19 items -
Perm 20.1
Temp 28.6
Total 48.7

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 40a-57) for the
Northwest Federal Credit Union is approved and
authority hereby given to implement the disposi-
tion instructions contained therein.

Preparation and Review:

STAT

[Redacted Signature Box]

25 February 1958
Date

Approved:

STAT

[Redacted Signature Box]

Chief, Records Management Staff

30 April
Date

STAT

[Redacted Signature Box]

Chief, Records Disposition
Branch

2 Apr 58
Date

The Accounting Manual for Federal Credit Unions, published by the Department of Health Education and Welfare, was used as a guide in preparing this schedule. For records not covered by the manual comparison was made with similar type records of this Agency and disposition recommended accordingly.

SECRET

RECORDED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100280001-2

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Federal Credit Union

25X

Pres. N.W. Fed. C. Union 1/9/58

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

SUBJECT FILE

Consists of correspondence, reports, and other papers pertaining to the administration of the Agency Credit Union System.

a. Permanent Records - Consisting of the Charter, by laws and amendments, correspondence from the Bureau of Federal Credit Unions, etc. Filed alphabetically by subject.
(1950-1957)

1.0

Permanent. Disposal not authorized by this schedule. (Retain in current files area.)

b. Temporary Records - Consisting of correspondence on membership applications, loan applications, dividends, delinquent accounts, copies of T&A's on Credit Union employees, copies of dispatches to and from field stations, extra copies of the Credit Committee reports, etc. Filed by subject.
(1950-1957)

4.8

Temporary. Destroy when 5 years old. (Cut off at end of every other year; transfer to Records Center 1 year thereafter.)

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2		
2	CREDIT COMMITTEE FILE Consists of the official minutes, reports, and other correspondence related to the meetings of the Credit Committee for the Northwest Federal Credit Union. Minutes are recorded on Form FCU-203, (no title) which contains information on loan applications approved and rejected, members present, actions taken by the committee, etc. Copies of pertinent financial and statistical reports and Supervisory Committee audit reports are also in this file. Filed chronologically. (1956-1957)	SECRET .2	Permanent. Disposal not authorized. Cut off every other year and transfer to Records Center 1 year thereafter.
3	FINANCIAL AND STATISTICAL REPORTS FILE Consists of copies of financial and statistical reports prepared at prescribed intervals reflecting the financial status of the Credit Union including the net profit or loss. a. Form FCU-109, Financial and Statistical Report, submitted to the Board of Directors monthly. Filed chronologically. (1947-1957) b. Form FCU-521, Financial and Statistical Report, prepared annually for the Bureau of Federal Credit Unions. Filed chronologically. (1947-1957)	.2 .1	Permanent. Disposal not authorized. Retain in current files area indefinitely. Permanent. Disposal not authorized. Retain in current files area indefinitely.
		SECRET	

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2

4

DIVIDEND RECORD FILE

Consists of Form FCU-112, Dividend Record, containing the names of Credit Union members receiving dividends. This form is prepared annually and shows the rate of interest being paid, members name and account number, total amount of dividend for each, etc. File is arranged chronologically and by account number thereunder.
(1955-1956)

.1

Temporary. Destroy 5 years after annual audit.

5

TIME AND ATTENDANCE FILE

Consists of SF-1130, Time and Attendance Report, maintained on Credit Union employees as a record of their sick leave, annual leave, overtime worked, etc. Filed alphabetically by name.
(1955-1957)

.1

Temporary. Destroy when 1 year old.
(Cut off at end of each year; destroy 1 year thereafter.)

6

MEMBERSHIP CARD FILE

Consists of Form FCU-150-123, a dual purpose 3"x5" card. One side of this form serves as an Application For Membership, the other as a Joint Share Account Agreement. These cards provide a source of information to the Board of Directors when approving membership applications, contain signatures of members for identification purposes, and provide for the right of survivorship under the joint agreement. Filed alphabetically by name.
(1947-1957)

3.3

Permanent. Disposal not authorized by this schedule. (Place in inactive file upon termination of account and retain in current files area indefinitely.)

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2		
7.	SHARE AND LOAN LEDGER CARD FILE		
	<p>a. Consists of Form FCU 2-401, Individual Share and Loan Ledger, maintained on all members of the Credit Union. These cards were used prior to 1 January 1963 to record shares purchased by members, dividends paid to members, payments made on loans, and contained a running balance of the account. Filed numerically by account number. (1947-1962)</p> <p>b. Consists of LeFebure ledger cards maintained on all members of the Credit Union. These cards, which replace Form FCU 2-401, have been in use since the new system was put into effect on 1 January 1963. Filed numerically by account number. (1963-</p>	<p>21.0 Temporary. Retire complete card file to Records Center. Hold for three years, then destroy.</p> <p>25X1</p> <p>APPROVED</p> <p>CIA Records Administration Officer</p> <p>16.0 Permanent. Place in inactive file upon termination of account. Hold in office area for an indefinite period of time.</p>	<p>2 Aug 1963</p> <p>Date</p>
8.	MEMBERSHIP ACCOUNT NUMBER REGISTERS		
	<p>Consists of loose-leaf binders containing registers used to assign account numbers to Credit Union members. Registers contain name of employee, number assigned, and date. Arranged numerically by account number. (1947-1957)</p>	.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
9.	NOTE FILE		
	<p>Consists of the original copies of the Application for Loan, the Note and the Extension Agreement when appropriate. These documents are prepared for each loan made by the Credit Union and serve as the official record of agreements and understandings between the maker and holder of the note. Filed numerically by Note Number. (1948-1957)</p>	3.9	Temporary. Return Note and Extension Agreement to maker upon final payment. (Place Application for Loan in inactive file; screen annually and destroy those indicating a period of 7 years since final payments)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2		
		SECRET	
10	NOTE NUMBER REGISTERS		
	Consists of registers used to assign control numbers to approved loans. These numbers are recorded on the Note and related material. Registers contain number assigned, name of employee, and date. Arranged numerically by Note Number. (1953-1957)	.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
11	COMAKER NAME FILE		
	Consists of 3"x5" cards containing the names of those employee's who have signed as comakers of notes; maintained for reference purposes. Files arranged alphabetically by name. (1954-1957)	.2	Temporary. Destroy when no longer needed for reference purposes.
12	LOAN SECURITIES FILE		
	Consists of individual envelopes containing documents and legal instruments posted by employees as securities for loans received, and includes a 3"x5" card tickler file.		
	a. Collateral File - Containing titles to motor vehicles including the notarized Indenture, insurance policies, Form 769E, Official Binder, etc. Filed numerically by account number. (Current)	3.0	Temporary. Return all material to employee upon final settlement of loan.
	b. Tickler File - Consists of 3"x5" cards prepared on selected cases and used as a follow-up on automobile insurance policies which will expire during the course of the loan. (1954-1957)	.1	Temporary. Destroy related card upon final settlement of loan.
		SECRET	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2

SECRET

10 NOTE NUMBER REGISTERS

Consists of registers used to assign control numbers to approved loans. These numbers are recorded on the Note and related material. Registers contain number assigned, name of employee, and date. Arranged numerically by Note Number.
(1953-1957)

2

Temporary. Destroy when 3 years old.
(Cut off at end of each year; destroy
3 years thereafter.)

11 COMAKER NAME FILE

Consists of 3"x5" cards containing the names of those employee's who have signed as comakers of notes; maintained for reference purposes. Files arranged alphabetically by name.
(1954-1957)

.2

Temporary. Destroy when no longer needed for reference purposes.

12 | LOAN SECURITIES FILE

Consists of individual envelopes containing documents and legal instruments posted by employees as securities for loans received, and includes a 3"x5" card tickler file.

a. Collateral File - Containing titles to motor vehicles including the notarized Indenture, insurance policies, Form 769E, Official Binder, etc. Filed numerically by account number.

(Current)

3.0

Temporary. Return all material to employee upon final settlement of loan.

b. Tickler File - Consists of 3"x5" cards prepared on selected cases and used as a follow-up on automobile insurance policies which will expire during the course of the loan.

(1954-1957)

.1

Temporary. Destroy related card upon final settlement of loan.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00477A000100280001-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2			
13	<p>SCHEDULE OF DELINQUENT LOANS FILE</p> <p>Consists of copies of Form FCU-118, Schedule of Delinquent Loans, prepared monthly for the Board of Directors. These schedules contain the account number, date of last payment, the extent of the delinquency, etc. Delinquent loans are also classified and reported on the monthly Financial And Statistical Report. Filed chronologically. (1955-1957)</p>	.2	Temporary. Destroy when 5 years old. (Cut off every other year; destroy 5 years thereafter.)
14	<p>DELINQUENT ACCOUNTS CARD FILE</p> <p>Consists of 5"x8" cards prepared on delinquent accounts and used to record the dates delinquency notices were sent and dates replies were received. When appropriate, cards contain a notation that the account has been referred to a collection agency. Arranged by status of the account and alphabetically by name thereunder. (1950-1957)</p>	.2	Temporary. Destroy related card upon final disposition of case.
15	<p>PAYROLL DEDUCTION FILES</p> <p>Consists of machine listings and a 5"x8" card file containing the names of those members who have authorized payroll deductions to repay loans, purchase shares, or both.</p> <p>a. Machine Listings - Containing the names of employee's, account numbers, and amounts withheld from their pay. Listings are used to post entries to the Share and Loan Ledger Cards. Filed chronologically. (1956-1957)</p>	2.0	Temporary. Destroy when 5 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)

ITEM NO.	FILES IDENTIFICATION	QUANTITY	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2		
15	PAYROLL DEDUCTION FILES		
	b. 5"x8" Card File - Containing the names of those employee's who have forwarded Form 56MM-4 Authority To Make Payroll Deductions, to the Office of The Comptroller. Filed numerically by account number. (1954-1957)	.8	Temporary. Destroy when superseded or obsolete.
16	CASH ACCOUNT BALANCE FILES		
	Consists of vouchers, cancelled checks, Trial Balance Sheets, bank statements, Journal And Cash Records, Treasurer's Daily Reports, and similar types of material used to balance and account for cash receipts and disbursements on a daily basis.		
	a. Journal And Cash Record File- Consisting of copies of Form FCU-101, containing a record of each transaction with debit and credit entries used to balance cash and serves as a work sheet for the General Ledger. Filed chronologically. (1954-1957)	.4	Incorporate each years accumulation with corresponding General Ledger, (Item 12.)
	b. Cancelled Check File - Containing cancelled checks which represent receipts for expenditures and bank statements reflecting the current status of the account. Filed numerically by check number. (1956-1957)	.6	Temporary. Destroy 5 years after audit. (Cut off at end of each year; transfer to Records Center after annual audit.)
	c. All Other Material - Consisting of Vouchers, posting machine tapes Treasurer's Daily Reports, Daily Cash Settlement Sheets, used bank books, Cash Received Vouchers, Share Withdrawal Receipts, etc. Filed chronologically. (1956-1957)	11.5	Temporary. Destroy 5 years after audit. (Cut off at end of each year; transfer to Records Center after annual audit.)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2			
17	<p>GENERAL LEDGER FILES</p> <p>Consists of Form CU-102, General Ledger, Form CU-108, Bank Reconciliation, Form FCU-104, Expense Ledger, and Form FCU-101 Journal And Cash Record, maintained as accounting records for the receipt and disbursement of funds. The General Ledger contains debit and credit entries and reflects a summary of the transactions. (1947-1957)</p>	1.5	Permanent. Disposal not authorized. Retain in current files area indefinitely.
18	<p>MACHINE LISTINGS</p> <p>Consists of copies of machine listings containing rosters of Credit Union members and statistical information such as account numbers, new members, etc. Members are added or deleted from listings by forwarding notifications to Machine Records. Maintained for convenience of reference. (Current)</p>	.6	Temporary. Destroy upon verification of revised listings.
19	<p>DISPATCH LOG</p> <p>Consists of copies of Form 35-31, Abstract File Slip, containing a record of dispatches received from, and, dispatches forwarded to field stations. Filed by area code designation. (1955-1957)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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3 September 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised page - Records Control Schedule
40-64 for OP/BSD, Credit Union (16 July 64)

RESCINDS : Final page only - Subject Schedule

1. It is requested that the attached page replace the final page of the Records Control Schedule cited above.

2. This was retyped in order to change the disposition instructions for item 9. It has been determined that upon final payment of loans that it would be desirable to retire such applications to Records Center shortly thereafter.

3. It would be appreciated, therefore, if you would substitute the attached page for the one dated 16 July 1964 in order that material presently being held for retirement may be forwarded to Records Center without delay.

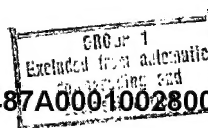
OK.
Done
RD
9/21/64

RAO/OP

Attachment:
Revision to RCS 40-64,
OP/BSD/Credit Union

25X

SECRET



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	NOTE FILE Consists of the original copies of the Application for Loan, the Note and the Extension Agreement when appropriate. These documents are prepared for each loan made by the Credit Union and serve as the official record of agreements and understandings between the maker and holder of the note. Filed numerically by account number. (1963 -)	10.5	Temporary. Upon final payment, place application for loan in inactive file and return note and extension agreement to maker. Upon accumulation of one foot of inactive files one year or older, forward to Records Center and hold for six additional years; then destroy.
10.	SCHEDULE OF DELINQUENT LOANS FILE Consists of copies of Form FCU-118, Schedule of Delinquent Loans, prepared monthly for the Board of Directors. These schedules contain account number, date of last payment, the extent of delinquency, etc. Delinquent loans are also classified and reported on the monthly financial and statistical report. (1959 -)	.8	Temporary. Cut off every other year. Destroy five years thereafter.
		98.6	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100280001-2

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Revised 3 Sep 64
R.D.